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(CLASSIFICATION)

Executive Registry

63-578

## CENTRAL INTELLIGENCE AGENCY

## EXECUTIVE MEMORANDUM

## OFFICE OF THE DIRECTOR

84

EXECUTIVE MEMORANDUM No. \_\_\_\_\_

28 January 1963

DATE \_\_\_\_\_

## MEMORANDUM FOR:

DEPUTY DIRECTOR (PLANS)  
 DEPUTY DIRECTOR (INTELLIGENCE)  
 DEPUTY DIRECTOR (RESEARCH)  
 DEPUTY DIRECTOR (SUPPORT)  
 COMPTROLLER  
 INSPECTOR GENERAL  
 GENERAL COUNSEL  
 ASSISTANT DIRECTOR  
 FOR NATIONAL ESTIMATES

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65-518

18 January 1963

MEMORANDUM FOR: Executive Committee

SUBJECT : Meetings of the Executive Committee

1. The development of the morning sessions with the Director, generally at 0900 each day, has to a large degree superseded the necessity of regular meetings of the Executive Committee. As presently constituted, these morning meetings with the Director and the Deputy Director consist of a briefing session on the world situation, followed by the DCI indicating the actions he desires to have taken, followed by operational or managerial matters raised by the DCI, the Executive Director or the Deputies. While it is true that several members of the Executive Committee are not in attendance at these morning sessions, it is also the case that their interests are generally not directly affected by the discussions or actions. In the event that they are concerned, the Executive Director communicates with them immediately after the morning session so that they are promptly advised of the discussion.
2. The purpose of this memorandum is to indicate that further meetings of the Executive Committee will be on call, and will not be scheduled on a regular basis. All members of the Executive Committee are urged to advise the Executive Director promptly if for any reason they would like to convene the Executive Committee in session other than with the Director at the 0900 meetings. Further, members of the Executive Committee who do not regularly attend the 0900 session are urged to advise the Executive Director if they have matters which they believe should be appropriately raised at the 0900 meeting, and for which they would wish to attend that session.

J. Vernon D. Kirkpatrick

J. Vernon D. Kirkpatrick  
Executive Director  
1/18/63

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